

Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
245 Gleason Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907



COURSE WITHDRAWAL FORM

Directions

- This form is to be used by students withdrawing from a course after the official Add/Drop period.
- A grade of "W" for Withdrew or "WE" for Withdrew while failing is assigned to the course and becomes part of your permanent record. The "W" or "WE" grade will appear on your transcript but does not affect your Grade Point Average (GPA) or credit hours earned.
- Refunds are based upon the Simon School Refund Schedule.

Student Name: _____ **UID#:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
month/day/year

Program: _____

Advisor's Signature: _____ **Date:** _____ **Print Name:** _____

Check this box if this decreases your credit load to 0 hours for the quarter. You must work with your Advisor to submit a Change of Status to Leave of Absence or Withdrawal from School.

This student has permission to withdraw from the following course:

Quarter: Fall Winter Spring Summer Academic Year: _____

Course Number/Section/Title	Grade
_____	<input type="checkbox"/> W or <input type="checkbox"/> WE

Instructor's Approval: _____
Signature *Date* *Print Name*

Registrar's Office Use Only

Revision: 10/2016

Date Received: _____ Date Processed: _____ By: _____ WC entered in ISIS: _____ W grade entered in Darden: _____